

POSITION ADJUSTMENT REQUEST

C.18

NO. 25715
DATE 2/23/2021

Department Public Works

Department No./
Budget Unit No. 0650 Org No. 4503 Agency No. 65

Action Requested: ADOPT Position Adjustment Resolution No. 25715 to add one (1) Accountant III (SATA) (represented) position and cancel one (1) vacant Supervising Accountant (SAHJ) (represented) position #12963 in the Public Works Department.

Proposed Effective Date: _____

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost -23365 Net County Cost 0
Total this FY -3894 N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings.

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Brian M. Balbas

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

4/9/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/14/2021

ADOPT Position Adjustment Resolution No. 25715 to add one (1) Accountant III (SATA) (represented) position at salary plan and grade ZB5 1576 (\$6,263-\$7,612) and cancel one (1) vacant Supervising Accountant (SAHJ) (represented) position #12963 at salary plan and grade ZA5 1703 (\$7,102-8,633) in the Public Works Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.
☐ _____ (Date)

Genesis Duenas

4/14/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

- ☐ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☒

Monica Nino, Clerk of the Board of
Supervisors and County Administrator

DATE 04-27-2021

By 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: